



## City of Morgantown, West Virginia

# APPLICATION FOR MINOR SUBDIVISION

### OFFICE USE

CASE NO. \_\_\_\_\_

RECEIVED: \_\_\_\_\_

COMPLETE: \_\_\_\_\_

A Minor Subdivision of property includes the creation of up to three (3) parcels or the combination of existing parcels, but does not involve the extension of off-site facilities (streets, etc.) or the dedication of a portion of the site for public use.

(PLEASE TYPE OR PRINT IN BLACK INK)

I. APPLICANT			
Name:		Phone:	
Mailing Address:		Mobile:	
	Street		Email:
	City	State	Zip
II. AGENT / CONTACT INFORMATION			
Name:		Phone:	
Mailing Address:		Mobile:	
	Street		Email:
	City	State	Zip
Mailings –	Send all correspondence to (check one): <input type="checkbox"/> Applicant OR <input type="checkbox"/> Agent/Contact		
III. PROPERTY			
Owner:		Phone:	
Mailing Address:		Mobile:	
	Street		Email:
	City	State	Zip
IV. SITE			
Street Address (if assigned):		Tax Map #(s):	
Zoning:		Parcel #(s):	
Square Footage of Parcel(s):	ft. <sup>2</sup>	ft. <sup>2</sup>	ft. <sup>2</sup>
Subdivision Description:			
Are there any Variances from the Subdivision Regulations anticipated: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, to what extent is a variance necessary?			



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### V. PLAT

Preliminary Plat submission – A Minor Subdivision Application must also include one (1) preliminary plat illustrating:

- (a) Existing and proposed property boundaries, property boundary dimensions, and square footage.
- (b) A letter of service availability and approval from the Morgantown Utility Board.

Final Plat submission – Upon approval by the Planning Commission, three (3) sealed Final Plat surveys must be submitted to the Planning Office and meet the following standards:

- (a) Drawn to a scale of one inch (1") equals fifty feet (50') or larger;
- (b) Date of preparation, north arrow, and scale;
- (c) Legal description;
- (d) Applicant/owner name and address;
- (e) Existing zoning;
- (f) Legend;
- (g) Vicinity map;
- (h) Existing and proposed utility lines and easements;
- (i) Certification by a registered land surveyor, licensed in the State of West Virginia, that the dimension and bearings are accurately delineated with a seal and signature;
- (j) Location, shape, exterior dimensions of each existing building on the site(s);
- (k) Location and dimensions of paved surfaces including sidewalks and curb cuts, and of all abutting streets;
- (l) Location of springs, streams, other water bodies, and areas subject to flooding;
- (m) Floodplain designation making reference to pertinent FEMA Firm Community Panel Number;
- (n) Approval signature block allowing space for President of Morgantown Planning Commission;
- (o) Other items as deemed necessary by Planner Director or City Engineer.

**Please note that all approved minor subdivision plats must be filed with the Monongalia County Tax Office within thirty (30) days of approval. Plats not filed within thirty (30) days will be considered invalid by the City of Morgantown and will require reapproval.**

### VIII. ATTEST

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinance governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or the performance of construction.

\_\_\_\_\_  
Type/Print Name of Applicant/Agent

\_\_\_\_\_  
Signature of Applicant/Agent

\_\_\_\_\_  
Date

### • Minor Subdivision Application Fee – \$35